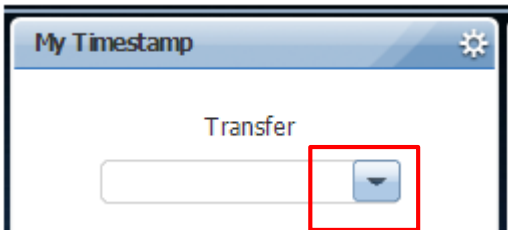


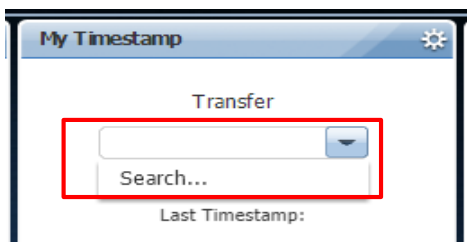
Hourly On Premise Job Aid

COMPUTER ENTRY

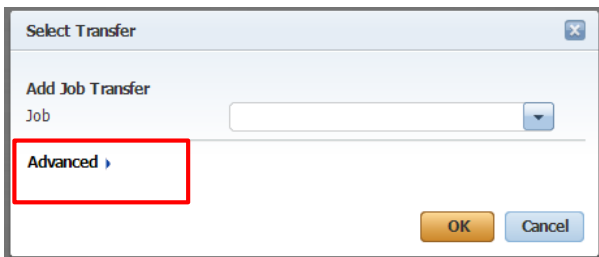
- 1 Under My Timestamp, click the down arrow under Transfer



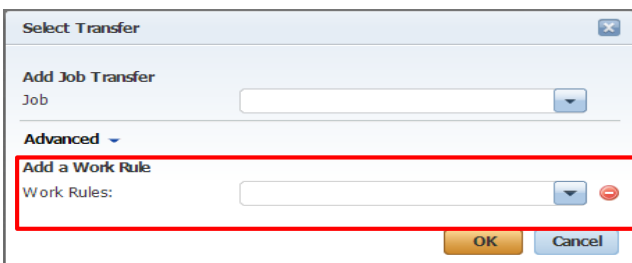
- 2 Click on Search.



- 3 Click on Advance >



- 4 Under Add a Work Rule, click the down arrow



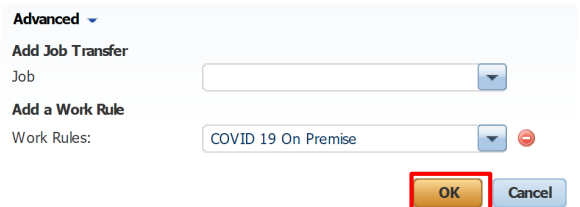
- 5 Select COVID 19 On Premise

Add a Work Rule

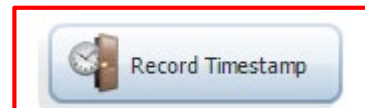
Work Rules:



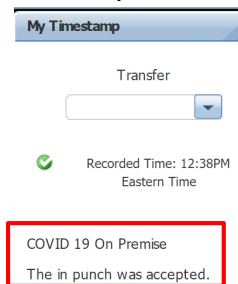
- 6 Click OK



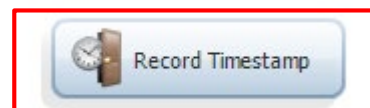
- 7 Click Record Timestamp



- 8 Your timestamp pane will show the in punch was accepted.



- 9 When you finish working, click Record Timestamp again to log your Out punch



Hourly On Premise Job Aid

10 Your timestamp pane will show the out punch was accepted.

Click Refresh in My Timecard to review your work hours for the day.

My Timecard

Loaded: 8:21 PM



Approve
Timecard



Print
Timecard



Refresh

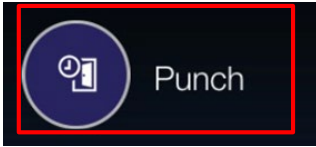
	Date	Pay Code	Amount	In	Transfer	Out
<input type="checkbox"/>	Mon 3/23			12:38PM	;;COVID 19 On Premise	12:39

* Unless you specifically indicate On Premise, all work hours will be reported as Remote.

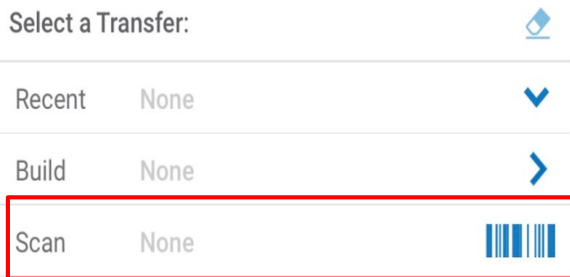
Hourly On Premise Job Aid

Mobile Entry – iPhone and Android

- 1 Tap the Punch icon from the Home Screen



- 2 From the **Select a Transfer** section, click on the Scan barcode



- 3 If prompted, **allow** the app to access your phone camera. Using your phone, **scan** the QR code below



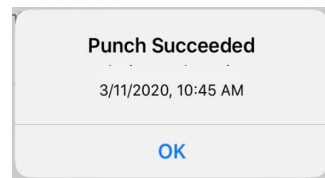
- 4 After scanning, the COVID 19 On Premise will show in the transfer section

Scan `:::COVID 19 On Premise` 

- 5 Tap Punch at the bottom to log your IN punch



- 6 You will **receive** a message that your punch was successful



- 7 Remember to **log** punch again when you end your shift

* Unless you specifically indicate On Premise, all work hours will be reported as Remote.

Hourly On Premise Job Aid

Clock Entry

Select the COVID19 On Premise soft key.

If not visible, use the arrow in the bottom right-hand corner of the screen to go to the next page of soft key buttons.



* Unless you specifically indicate On Premise at clock-in, all work hours will be reported as Remote.